

FILING REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT CONTROL SYSTEM COMPETITION

All applications for development allotment shall include the following information:

- A. Uniform Application
- B. Submittal Plans
- C. Project Narrative
- D. Title Report
- E. Other Items

B. Submittal Plans

Each project shall provide three (3) full size (24" x 36") sets of plans and fourteen (14) reduced size (11" x 17") sets of plans to be included with the individual scoring categories as described in Section C below. All plans shall be stapled together along the left margin. Full size plan sets shall be folded into 1/8 sections or folded in such a manner that the size does not exceed 9" x 12" and the 11" x 17" sets shall be folded in half.

Each set of plans shall consist of the following:

1. Site Utilization Map
 - Shall include vicinity map showing the relationship of the proposed development to adjacent development, the surrounding area and the City
 - Show the extent, location and type of proposed residential use or uses, the nature and the extent of any other uses proposed
 - Scale = 1"=40'
2. Site Development Plan
 - Shall include the lot layout to preliminary subdivision map standards; topography; lot sizes; street alignments showing coordination with city street system; existing and proposed buildings, trees, landscaped areas; open space; bicycle paths; equestrian trails or pathways;
 - Scale: Engineering scale not to exceed 1"=40'
3. Preliminary Grading Plan
 - Grading plan must be prepared by a licensed Civil Engineer
 - All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes.

- The following information shall be included on the plan:
 - Name, address and phone number of applicant, architect, and/or engineer, legend, north arrow, scale and vicinity map.
 - Maximum contour interval will be as follows:

Slope	<u>Less than 2%</u>	<u>2% - 5%</u>	<u>5% - 10%</u>	<u>Over 10%</u>
Interval	1'	2'	5'	10'

- Drainage and flood control facilities; size and type
 - Easements, property lines, rights-of-way (*written agreements for off-site improvements shall also be submitted*)
 - Separate cut and fill areas (quantity to be called out on plan); shade pavement areas and slopes 2:1 or greater
 - Existing features within the site boundaries (label to remain or to be removed); natural ground; trees, structures, drainage courses, streets, trails, slopes, wells, etc.
 - Proposed grading: structures; curbs; retaining and/or sound walls (top and foot elevations); gutters; pavement; walks; swales; mounding; slopes; open space; trails, etc.
 - Streets; cross sections (every 50'); improvements other than those listed above; right-of-way dimensions; etc.
 - Structures; footprints; pad and floor elevations; etc.
 - Delineate open space ears (20% or greater slope)
- Scale: Engineering scale not to exceed 1"=50' or less than 1"=20'

4. Preliminary Architectural Plans

- Provide one front elevation for each thematic architectural style: (i.e. Gothic, Normandy, Craftsman, Colonial, Beaux Arts, French Country, Mission, etc)
- Provide illustrative building elevations showing all sides of one typical model
- Indicate on the plans the type of housing provided, i.e. multi-family, BMR, Condo, Senior, Single-family, etc.
- Indicate proposed color of buildings and square footage for all models within the project
- Scale: Architectural Scale-1/4"=1'

C. Project Narrative Requirements

Complete all sections of the Project Narrative Questionnaire – All information shall be completed including Housing Marketability and Price Distribution; and Schools and other Public Facilities. All areas must be completed. Missing sections could result in loss of points for that category. Provide the following Narrative information:

1. One CD containing:
 - An electronic file of the Project Narrative Questionnaire in Microsoft Excel format
 - An electronic file of all associated plans in a “.dwg “ or “.dxf” format and in a “.pdf” format
 - Addendum (if provided) in Microsoft Word format
2. One bound copy of the completed Project Narrative Questionnaire.
3. One un-bound copy of the completed Project Narrative Questionnaire
4. **One** copy (8 ½ x 11 inch size) of each of the narrative’s 14 completed scoring categories. Each scoring category copy shall also include a copy of the following sections of the narrative questionnaire and should be assembled in the following order:
 - Narrative cover page
 - Project description
 - Price and marketing
 - BMR information
 - Part I scoring criteria
 - Individual scoring category
 - Any supporting documentation relevant to the individual scoring category including but not limited to:
 - ✓ Improvement Estimates - Provide a preliminary engineers estimate for the cost of all public facility improvements to be completed by the project (both on-site and off-site) improvements. Improvement Estimates are to be submitted in conjunction with the “Schools,” “Public Facilities” and “Circulation” sections.
 - ✓ Written Agreements for Off-Site Improvements – If proposing off-site improvements, provide letters from owners accepting and agreeing to proposed off-site improvement(s). Such letters are to be submitted in conjunction with the “Public Facilities” and “Circulation” sections.

✓ Build It Green (GIB) Checklist – Submit complete checklist (be sure to use the correct checklist: single-family or multi-family). The completed checklist is to be submitted in conjunction with the “Quality of Construction” section.

✓ If an addendum is needed to provide applicant’s comments, submit a separate document with the appropriate numbering to correspond to the category’s criteria. Be sure to place note in comment section of project narrative identifying additional information contained in addendum.

- One set of 11” X 17” set of plans shall be included with the 14, individually copied scoring categories. See Section B for plan set details.

D. Title Report

Title Report - Maximum 6 months old, containing legal description

E. Other Information

1. Two (2) sets of envelopes for property owners within 300ft. along with a copy of the sheet of labels. Envelopes must have stamps on them. (No meter postage). Please take note of the “*Property List Notification Example*” found in the Uniform Application Packet.
2. Filing Fees – See the uniform application for current filing fees
3. A written statement regarding how the proposed development will comply with state law requirements regarding the mitigation of impacts of the development on school facilities.

It is requested that applicants place their submittal materials in a cardboard box which measures no greater than 18 inches in length, 10 inches in height, and 12 inches in width.